

**MID-HUDSON LIBRARY SYSTEM**  
**System Services Advisory Committee Meeting**

**Date:** 10/20/2021 1:30pm

**Location:** Online

**Committee members attending:**

- AnnaLee Dragon (Columbia)
- Thea Schoep (Columbia)
- Mary De Bellis (Dutchess)
- Tom Lawrence (Dutchess)
- Catherine Benson (Greene)

- Maureen Garcia (Greene)
- Michele Capozzella (Putnam)
- Gina Loprinzo (Putnam)
- Julie Kelsall-Dempsey (Ulster) **Chair**
- Margie Menard (Ulster)

**Staff Attending:** Rebekkah Smith Aldrich (MHLS staff), Laurie Shedrick (MHLS staff), Saran Camera (MHLS staff)

**Others Attending:** None

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1. [Minutes from May 19, 2021](#) meeting reviewed and approved with a motion made by AnnaLee Dragon, seconded by Gina Loprinzo, and it passed unanimously.

**Discussion Items:**

2. **Member Assessment**

- a. **2022 Billing Cycle: Motion to change recommended from MHLS to go from bi-monthly (6) to quarterly (4) billing made by Julie Kelsall-Dempsey, seconded by Tom, Mary De Bellis passed unanimously.**
- b. **Proposed 2023 Assessment Table Format Changes:**
  - i. This is equity-based, and the labels retained are what is important to the table.
    1. Took out billable licenses and have it on an invoice like TSN, self-check out, webhosting, and tech support contacts.
    2. General fee is fixed amount and does not vary year to year.
    3. Some legacy language was combined with the intention to be clearer for the Sierra Fee: Capital to Members Capital.

**Motion to accept the recommended changes to the 2023 Assessment Table Format was made by AnnaLee Dragon and seconded by Thea Schoep.** Discussion ensued that we don't want to lose sight in how the bill is determined. Don't merge H & I because we don't host, but we are still billed. The reason is still there, we added with Millennium and Encore. When we renegotiated with Innovative, the bundled approach has to be broken out. Sierra Fee for the General Fee and for Hosting. This is a summary. Saran Camera explained the information is still available for the billing. The summarized assessments were discussed previously and recommended for approval. **The motion was tabled for now, after the discussion.**

3. **Members Capital Fund Policy**

**There was a motion to recommend to change the funds to the member capital fund as the Members Capital Fund Policy should be amended to reflect that to ensure those funds left in that account to be spent on future upgrades/modules related to the ILS/Vega. This motion was made by AnnaLee Dragon Mary De Bellis seconded, and the motion passed unanimously.**

#### **4. Delivery Contract**

- a. MHLS contract with Valley Courier for delivery service is set to expire June 2022. We may be able to negotiate a one-year extension. A discussion for directors should be held at the county level: feedback is needed. Forward sorting—if we don't do it, we may run the risk of losing Valley Courier, as it may be more expensive for another service. If we can forward sort, it can save time, to send the next libraries their expected holds to be delivered. How important is it, how can we facilitate this? If we do, this will be considered. There are all costs associated with it. Eight large libraries already participate. Is this something we should all do to help keep costs down and speed deliveries along to the next libraries on our routes, rather than sending items back to MHLS for sorting? Ask your county meeting.

#### **5.Sierra/ILS**

##### **a. Vega Discover & Connect**

- i. County feedback is needed for recommendations for what we should implement.

The contract we signed with Innovative is different, as the company was bought by another company. The contract may be extended to 5 years. There is no cost, and it buys us time to the next contract. **The motion made to authorize Rebekkah Smith Aldrich to extend our contract, was made by Mary De Bellis and seconded by AnnaLee Dragon, and the motion passed unanimously.**

**1. Vega Discover**—With the bundle, the following are already planned for costs from the original contract, so there is no additional cost for these features:

- a. Discovery interface platform & improved patron experience
- b. Modern search environment with linked data using BibFrame
- c. Topic & Author pages included powered by integrated Syndetics Unbound
- d. Work level roll ups on related bibliographic records
- e. Curated and dynamic showcases
- f. Fine & fee payment integration
- g. Patron stored lists & searches

**2. Vega Connect**—5 years, again, with no cost for implementing these features:

- a. Unified, Web based staff experience
- b. Patron preference settings and record extensions of fields to be used within context
- c. Vega messaging for Sierra notices
- d. Patron Journeys for registration
- e. Syndetics content for email includes
- f. Vega context engine connectors
- g. Improved courtesy notices.
- h. Email design tool for customization by library.

- iii. Discuss with at county level—what future features would we like to see in Vega?
  - a. Interact — cost: \$47,430/year; to improve messaging with patrons, statistics
  - b. Promote—cost: \$47,430/year; to get the word out to your community
  - c. Program — cost: \$47,430/year; Notification messaging, booking rooms
  - d. Analyze — cost: \$42,500/year; to look at outcomes

Bundle pricing was given as well. Prices may fall in the future. Some of these, such as Analyze, have been given to us at little or no cost. The question to pose to our colleagues at the county level, “how should we prioritize these items for the future?” It is recommended by Rebekkah Smith Aldrich and Laurie Shedrick for the committee representatives to go back to their County to discuss. They are happy to attend our county meetings to help explain the products to help us prioritize the products and the order in which we wish to use them.

- b. **Library Elf is being sunsetted.** We pay for it and a free version is available. There is not a lot of activity with this product. As long as patrons are enrolled, they will continue to get emails. **Thea Schoep made the motion to recommend we sunset Library Elf, seconded by Catherine Benson and it passed unanimously.**

## 6. OverDrive Reciprocal Lending Agreement Revisited

- a. We’ve met the threshold for spending limits for the system, we’re not breaching a contract. We will continue to buy e-content. There has been interest to continue with this at our last meeting. Move forward with the reciprocal agreement with the Mid-Hudson Library System, Ramapo Catskill Library System, Upper Hudson Library System. It was noted that the Westchester Library System has decided not to participate. **The motion was made to continue to participate in the negotiations with the participating systems was made by Thea Schoep, with AnnaLee Dragon seconding it, to authorize Laurie to move forward in the next step in this negotiation. This motion passed unanimously.**

## 7. 2022 Prep:

### a. DA Meeting Dates:

- i. **2022 Proposed Dates:** Thursday, February 3; Friday, April 15; Tuesday, June 14 ; Friday, September 16; Friday, November 18—Thank you to Mid-Hudson Library System staff. **Motion to approve proposed dates made by Gina Loprinzo, seconded by Margie Menard and the motion passed with all in favor.**
- ii. **Motion made by AnnaLee Dragon to approve holding online meetings for February 2022 and April 2022, and revisit what we are doing in the following months to keep online for winter, then see where we’re at in the Spring, with meeting in person. Catherine Benson seconded it and all were in favor.** With this hybrid schedule, we find there is better attendance with remote meetings. The preference is for either in person OR online, NOT

both, for the difficulty factor for the organizers, the technology, for the participants to feel they're involved, not left out.

#### **b. DA Workshops**

MHLS already provides training for directors, and if there is a topic that needs to be addressed, please let them know. Is it necessary for the DA to have separate training that Directors solely create, separate from what MHLS creates? The feeling from the committee was to have MHLS continue to create the training for us, as it is one less thing the directors have to do, picking the topics, obtaining the speakers, etc. We feel the training we receive from MHLS is beneficial and we don't need to pursue this on our own.

**c. 2022 Committee Roster.** Committee Representatives should be identified by the end of this year, particularly Greene, Putnam and Ulster counties.

#### **d. DA/SSAC Officers for 2022**

i. For your reference: 2021 DA/SSAC Officers:

##### **1. 2022 DA/SSAC Officers:**

- a. Chair (serves as DA Chair): AnnaLee Dragon (Kinderhook)
- b. First Vice-Chair (serves as SSAC Chair): Michelle Capozzella (Mahopac)
- c. Second Vice-Chair (fills in for Chair, in lieu of 1st Vice Chair, takes minutes in absence of the Secretary): Thea Schoep (Claverack)
- d. Secretary (takes minutes of DA meetings): Mary De Bellis (LaGrange)
- e. Assistant Secretary (takes minutes of SSAC meetings): Gina Loprinzo (Brewster)

#### **e. Board Liaisons**

1. Jan 11— Gina Loprinzo;
2. March— Mary De Bellis

Currently the state allows for hybrid meetings, both online and in-person, but the board is comfortable continuing to meet online. Assignments for Board liaisons the rest of the year TBD.

### **8. MHLS Staff Report**

#### **a. ARPA Funding Update**

i. The American Rescue Plan Act of 2021—This has evolved, timeline is tight, with proposal submissions due by November 29, 2021. The Library & Museum Partnerships Project component of the ARPA award is intended to strengthen library/museum partnerships at the regional and/or local levels and show how the community would benefit with a project from their working together. Southeastern NY Library Resources Council is responsible for distributing sub-awards through a competitive review process. For more information on the application process: [https://libguides.senylrc.org/ld.php?content\\_id=63950708](https://libguides.senylrc.org/ld.php?content_id=63950708).

1. **Project A: Wi-Fi routers**— using the same definition as what is approved in the construction grant. This would provide libraries in economically disadvantaged areas with Wi-Fi for the outside of their buildings.
2. **Project B: Digital Navigator training** <https://www.digitalinclusion.org/digital-navigator-model/>: What roles to library's play in this? For 2022-2026, this training would help library

staff feel more comfortable training community members with home connectivity, digital devices and digital skills. The Digital Navigators help the public learn to access help digitally with broadband access, devices, digital skills training, and tech support. They assist the public in learning to use critical online services that offers help with food support, rent, education, employment, childcare, government benefits and more. They recommend resources and check back with the client. We would be the first library system in the country to use this. Salt Lake City Public Library created the handbook. There are job descriptions available for 4 full days of training online for 1 or more staff will participate. We would reach out to other organizations that do similar work. The amount is still being negotiated. The goal is to show that we helped a number of organizations. With this program, we intend to raise awareness of the Mid-Hudson Libraries, for the place where we can find answers.

- b. **2022-2026 Plan of Service, Central Library Plan of Service and Free Direct Access Plan** have been submitted in October.

[Mission Statement, Vision Statement, and Values Statement](#) are now available. A [Sustainable Policy](#), speaking to the “triple bottom line” was also created.

- c. **Budget Update**-we are in much better shape than last year. Thank you to Saran Camera, for her diligence, as the second PPP loan was forgiven and the money from the NYS budget to libraries was restored that was initially proposed to be cut.

Thank you to Tom Finnegan in changing routes.

- d. **2022 Forecast**—It’s a new day with a new governor. After facing cuts due to the pandemic 2020 money is being restored, but we still have little room to operate. We will start with advocacy and ambassador training for the legislative meetings and plan the budget around what were received this year.

This was a team effort; negotiations with contracts made this past year were successful, and thank you to Laurie Shedrick.

- e. **62<sup>nd</sup> MHLS Annual Membership Meeting** takes place Friday, 10/22 and members MUST register separately for the Membership Meeting and Keynote Speaker presentation.

Adjourned 2:58pm.

Respectfully submitted,  
Catherine Benson